



## Program Manager, Social Sector

### About this Job

GeoPoll, the world's largest mobile surveying platform working in the developing world, is looking for a Program Manager to join our Washington, D.C. team to support our Client Services and Business Development Teams. The ideal candidate will have an interest in building and maintaining relationships with a wide variety of social sector clients with the ability to juggle and execute on diverse responsibilities within an exciting, fast-growing, start-up environment. To apply please email a cover letter and resume to [jobs@geopoll.com](mailto:jobs@geopoll.com) with the job title in the subject line.

### Responsibilities:

- Serve as the primary point of contact for the current and upcoming social sector portfolio, including but not limited to US government agencies, their implementing partners, development organizations and international NGOs.
- Coordinate with operations and business teams to establish project work plans and timelines, budgets, and deliverable submissions for client projects.
- Prepare financial projections and manage clients to achieve expected burn rates.
- Coordinate with the financial team to develop, submit, and track invoice and payments.
- Ensure contractual compliance and procurement procedures as per USG-funded and other donor-funded projects and opportunities.
- Develop relationships with potential social sector clients and partners to promote the capabilities of GeoPoll by establishing and maintaining contact, coordinating meetings, and following-up on action items.
- Think strategically about GeoPoll future development, growth, and expansion in new markets with the ability to solve problems independently.
- Write and assist with creation of PowerPoint presentations, marketing materials, and success stories for projects completed.

### Requirements:

- Smart and passionate with the desire to work in a challenging work environment within a start-up context.
- Demonstrate a positive, helpful demeanor with a passion and interest in mobile technology.
- Excellent attention to detail and organizational skills with the ability to follow through and execute on tasks in a pro-active, timely manner.
- Must be an independent, self-starter.
- Excellent verbal and written communication skills.
- Minimum three years of experience in a program/project coordination or management role.
- Experience with US government contracting required.
- A Bachelor's degree in business, international relations, and/or other related field is required; Master's degree preferred.
- Familiarity in and with developing countries, particularly Africa and/or Asia preferred, and required to collaborate and work with people of different nationalities and competency levels.
- Experience with MS Word, PowerPoint, Excel required.
- Willingness to travel internationally, as required.

### About GeoPoll and Mobile Accord

GeoPoll is the world's largest real-time mobile survey platform, reaching a growing network of more than 200 million users in 20 countries worldwide on a deeply granular level and at unprecedented scale. Through partnerships with telecom providers and a multimodal platform powered by SMS and voice, GeoPoll enables companies and organizations to gather quick, accurate and in-depth insights on anything from preferences on consumer goods to election transparency and access to basic government services.